

## HAN Assets - Logging In- Ordering – Creating An Account

Please Note: **Follow the steps listed below for a new user or returning user.**

**AFTER HOURS,** PLEASE CONTACT **STATE RADIO 328.9921**, REQUEST CASE MANAGER FOR HEALTH DEPARTMENT be paged -and alert case manager of HAN Assets order placement.

### **LOGGING INTO ACCOUNT FOR RETURNING USER:**

1. Click on <http://hanassets.nd.gov/>
2. Click on 'YOUR ACCOUNT' Tab
3. Login: Enter email address and password
4. Continue with Steps 1-8 (Placing a HAN Assets Order)

### **PLACING A HAN ASSETS ORDER:**

1. Under the picture of desired category – click on link
2. You may also enter item in search field – upper left area - i.e. medical shelter
3. Click on desired item(s)
4. Click on Add to cart
5. Continue in same fashion until all items needed are added to cart
6. If needed items are not listed in HAN Assets, Click on “Additional Requests” Tab at top right of screen and enter your request in text box
7. Click on Check out
8. Click on Submit (if you’ve logged in) – for creating your account proceed with the following

### **NEW USERS ENTER INFORMATION LISTED BELOW:**

9. Enter your email address / create an EASY password (like 1234) / enter password again
10. Under the Billing Heading: Fill in your name, facility name (NO acronyms please), address, etc.
11. Do not need to fill in the Shipping information – this will automatically populate
12. Scroll down to bottom of page – Click on 'Submit' (this establishes account)
13. Click on submit again – this places the order
14. A confirmation page with order number will display and be sent to your email